



STUDENT ENROLMENT POLICY

1. SOURCE OF OBLIGATION

The Victorian Registration Standards require that the College must have:

- (sch 4 cl 7) a minimum of 20 students enrolled in the school. Subject to exceptions, a secondary school must have an average enrolment of 10 or more students for each registered year level.
- (sch 4 cl 8) a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws.
- (sch 4 cl 9) a register of enrolments, containing the prescribed information in relation to each student, must be maintained for a school.

2. INTRODUCTION

Minaret College is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

We maintain a Student Enrolment Policy which is communicated to the College community through the:

- Minaret College website
- Enrolment form.

3. ENROLMENT CRITERIA

We accept enrolments on the basis of:

- academic ability
- interests and extra-curricular achievements
- date of application
- family or other association
- undertaking by families to uphold all the policies, procedures, decisions, values and the Islamic ethos of the College.

4. STUDENT INTAKES

Minaret College enrolls students in all years, subject to availability. Priority will be given to students who observe the Islamic ethos, have siblings already enrolled in the school or whose parents attended or have worked in Minaret College.

Enrolments will be considered on an individual basis and by following an internal procedure for bulk/ad hoc enrolments.

5. APPLICATIONS

All applications for enrolment at the College must be completed in accordance with the Student Enrolment Form, which is available on the school website or from the main office.

6. CONSIDERATION

Enrolments are considered by the Admissions Team. The Admissions Team, which must include the Administration Manager, Enrolments Officer and Head of School, will consider each application and make a determination based on the enrolment criteria. The Head of Campus oversees the enrolment process and reports to the Executive Principal.

The College reserves the right to cancel the enrolment in the event of non-compliance with the school policies and procedures, including:

- Student and Parent Codes of Conduct
- Attendance Policy
- Student Discipline Policy
- Student Promotion Policy
- Fees Policy
- Parent/Guardian Enrolment Agreement

7. REGISTER OF ENROLMENTS

Minaret College keeps a register of enrolments of all children at the College in both printed and electronic form. The register of enrolment records the following information in relation to each student enrolled at the College:

- the student's name, age and address
- the name and contact details of any parent or guardian of the student
- the date of enrolment of the student
- the Victorian student number allocated to the student
- the date that the student ceased to be enrolled at the College (if applicable).

The Enrolment Register is kept up-to-date by the Enrolments Officer.

8. ANTI-DISCRIMINATION

Minaret College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

9. ATTACHMENTS

- Student and Parent Codes of Conduct
- Fees Policies
- Enrolment Agreement
- Enrolment Form